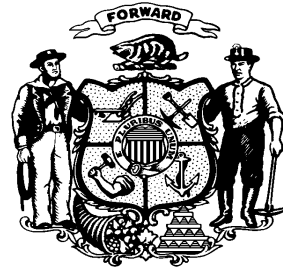


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**FOX LAKE
CORRECTIONAL
INSTITUTION**



**JULY 1, 2012 -
JUNE 30, 2013**

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MESSAGE FROM THE WARDEN

Welcome to the Fox Lake Correctional Institution (FLCI) Annual Report for Fiscal Year 2013 (FY13), covering July 1, 2012, through June 30, 2013. The preparation and finalization of the annual report is the perfect time to review the events of the last fiscal year, reflect on lessons learned, and prepare for the coming year.

I was fortunate to be the warden of FLCI during this fiscal year and I never felt more appreciative of that role as I did during the 50th anniversary celebration. FLCI staff were joined by past wardens and DAI administrators, as well as then-Secretary Hamblin for a celebration at the Kolb Center. It was a memorable day marking a significant milestone.

October brought the retirement of Mr. Hamblin and the appointment of Edward Wall to the Secretary's position. Secretary Wall brought forth a number of new objectives for the DOC, resulting in FY13 continuing as a time of change, growth and challenges for the DOC and the staff of FLCI.

We have continued to learn about and adapt to new policies and changes to existing policies started in FY11. The use of focus groups to provide input for policy updates continued and FLCI staff made good use of the DOC Human Resources email address to provide suggestions. FY13 also saw an increase in DOC and DAI surveys of staff, which provided employees an opportunity to express their opinions on new ideas and initiatives.

One important change to institution operations was the implementation of an Institution Communication and Collaboration (ICC) committee. This committee has been used to enhance communication across institution disciplines, utilizing the expertise of FLCI staff to solve problems and plan for the future. This committee has been successful in addressing staff concerns and implementing change.

As we did at the end of the last fiscal year, FLCI staff will continue to look ahead and move forward to meet the needs of those we serve - the citizens of Wisconsin. We will continue to work to meet the demands of local and state officials. We will do all we can to ensure a safe environment for each other and our inmate population.

As we move forward into FY14, please take some time to review this report and see the scope of services offered at FLCI. While the road we traveled in FY13 was not always easy, in these pages you will see the dedication and commitment of our staff. I am confident that we will continue to work together to meet the challenges of the new fiscal year.

Marc W. Clements
Warden

ABOUT FLCI

MISSION

The Fox Lake Correctional Institution (FLCI) is operated as a medium-security facility for adult male offenders. The basic mission and objectives of the institution are:

- ◆ To protect society and rehabilitate the offender.
- ◆ To provide medium custody and care for a select group of adult male offenders incarcerated by law from society for a period of time.
- ◆ To create and maintain an atmosphere or climate which restores the dignity of the individual and to provide optimum opportunity for positive behavioral changes.
- ◆ To introduce, develop and maintain correctional programs that will be treatment oriented to the highest possible degree.

HISTORY & DEVELOPMENT

Historical Gaylord Nelson, Governor
Background: Sanger B. Powers, Administrator, Division of Corrections
 Wilbur J. Schmidt, Director, Department of Public Welfare
 R.D. Culbertson, Director, Department of Administration, Bureau of Engineering
 Karel Yasko, State Architect
 Shinji Yamamota, Architect in Charge
 John R. Gagnon, Warden – 1962 to 1985
 Darrell A. Kolb, Warden – 1985 to January 4, 1991
 Raymond Fromolz, Acting Warden – January 4, 1991 to August 1, 1991
 Gerald A. Berge, Warden – August 1, 1991 to December 31, 1997
 Kenneth J. Sondalle, Warden – January 1, 1998 to January 24, 2000
 Thomas G. Borgen, Warden – January 24, 2000 to January 2005
 Jodine Deppisch, Warden – January 2005 to December 2009
 Larry L. Jenkins, Warden – December 2009 to March 2011
 Marc W. Clements, Warden – April 2011 to present

Date Opened: The construction of the Fox Lake Correctional Institution began in July 1960 and the institution was officially opened on September 12, 1962.

Cost to Build: \$ 8,172,216.00

Facility: First medium security institution in the United States with no-pass system and freedom of movement.

Location: The Fox Lake Correctional Institution is located in Dodge County, about eight miles north of the City of Fox Lake and ten miles west of the City of Waupun. The institution is situated on an 85-acre plot surrounded by approximately 1200 acres owned by the State of Wisconsin.

Buildings: Academic School
 Administration Building
 Chapel
 Control Center

Dormitories
Entrance Facility
Food Services/HSU Building
Garage
Housing Units
Recreation Building
Segregation Building
Vocational Shops/Industries Building

The six housing units are designed for 96 single rooms; however, the majority of the rooms are doubled to meet the demands of increased population. The rooms have regular doors and windows. The two dormitories have 144 beds each.

Grounds:	Total Site Acreage:	1200 acres
	Acreage Inside Fence	82 acres
	Towers:	6 – each 30 feet high
	Fences:	14 feet high (Outer)
		12 feet high (Inner - Electric)
	Distance between each	20 feet
	Patrol:	Roving vehicle and foot
	Heating:	12 steam heat boilers (natural gas)
Philosophy:	FLCI embraces a responsible living concept approach in managing the inmate population. This approach places emphasis on personal responsibility.	
Security Level:	Fox Lake Correctional Institution is a medium-security adult correctional facility.	

ACCOMPLISHMENTS AT FLCI IN FY13

- Spring graduation was held May 22, 2013. Seventy-six students earned honors with HSEDs and Career & Technical Education Diplomas.
- A DOC Peritoneal Dialysis Program was developed in the institution's health services dialysis unit.
- A 1-1/2 acre garden project was initiated inside the institution. This project is a collaboration between maintenance, food service and the vocational horticulture program.

BADGER STATE INDUSTRIES

Badger State Industries (BSI) operates a wood and laminated furniture manufacturing facility designed to assist in the re-integration of inmates by providing hands-on experience in a work environment closely resembling that of private industry. Inmates are also encouraged to participate in a cabinetmaking/millwork vocational program enabling them to earn a technical degree from

Moraine Park Technical College while working at BSI. Approximately 15 inmates are working in the apprenticeship program through the Department of Workforce Development.

The shop employs inmates who work as clerks, general laborers, machine assistants and machine operators. BSI has equipment such as panel saws, table saws, laminate presses, and a CNC machine. Raw materials including rough sawn hardwoods, laminate and particle board are used to produce furniture.

Articles produced include all types of free-standing furniture such as desks, credenzas, book shelving, tables, laminated parts for office system installations and hardwood frame and seating components for the upholstery operation. Products manufactured are sold to state agencies and other qualified customers. The wood shop has sold approximately \$3M worth of products during the last two years.

Average number of inmates employed: 40-50

BUSINESS OFFICE

OPERATING BUDGET

FISCAL YEAR (Year ending June 30, 2013)

Permanent Salary.....	\$17,799,230
LTE Salary	\$258,461
Fringe Benefits	\$9,092,021
Supplies & Services.....	\$742,752
Capital	\$94,319
Food.....	\$1,565,770
Variable Non-Food.....	\$657,975
Fuel & Utilities.....	\$1,316,598
Maintenance	402,127
 Total	 \$31,929,253

INMATE COSTS

Annual Cost.....	\$24,007
Monthly Cost.....	\$2,001.57
Daily Cost	65.77
(Based on 1,330 ADP)	

INMATE WAGES

FLCI Workers: Inmate wages range from \$.05 per hour for unassigned inmates to \$.42 per hour for top institution assignments. Badger State Industries workers can earn up to \$ 1.00 per hour.

Inmate wages paid by FLCI	\$379,366
Inmate wages paid by BSI.....	\$75,277
 Total.....	 \$454,643

INMATE PAID OBLIGATIONS

	<u>FLCI</u>
• Child Support	\$34,439
• Court Ordered Obligations	\$23,676
• Victim Witness/DNA Surcharges	\$51,761

- Institution Restitution \$7,538
- Medical Co-Pay \$12,313

COMMUNITY RELATIONS BOARD

The Fox Lake Correctional Institution's Community Relations Board (CRB) held their first meeting at the institution on April 7, 1992. The purpose of the CRB is to support the mission of the Department of Corrections, the Division of Adult Institutions and the Fox Lake Correctional Institution. The Board functions as a mechanism for the enhancement of public education and acts as an advocate for issues that are relevant to the operations of adult correctional institutions in Wisconsin. The CRB is a vehicle used for establishing local community support for institution operations and to promote positive communications between the institution and local communities.

The members of FLCI's CRB are appointed by the Warden of the institution and membership is available to any community citizen including elected or appointed officials. The current membership includes:

Judge Andrew Bissonnette, Dodge County
 Warden Marc W. Clements, FLCI
 David & Bev Dobbratz, Member-at-Large & Fox Lake Chamber Representative
 Bill Frank, City of Fox Lake Fire Department Chief
 Nancy Franke, Restorative Justice, Dodge County
 Bob Hayes, Fox Lake Chamber Representative
 Joe Meagher, Dodge County Emergency Management Director
 Ted Meekma, Retired Wisconsin State Patrol Administrator – Acting CRB Chair
 Frank Moore, Neighborhood Alert Member
 Patricia Ninmann, Dodge County Sheriff
 Peggy Novak, Victim/Witness Assistance Program Coordinator, Dodge County
 Luther Olsen, State Senator
 Keith Ripp, State Representative – 42nd District
 Kathy Rydquist, Inland Lake District
 Daniel & Debra Siewert, Neighborhood Alert Members
 Corwin Vander Ark, Retired Warden
 Mary Wendel, Corrections Field Supervisor, Unit 705
 Thomas Wissing, Chairman, Town of Fox Lake

The CRB meets in May and October. The members are brought up to date on current institution events and happenings as well as Division and Department-wide issues and concerns.

EDUCATION

Fox Lake Correctional Institution hosts the largest and one of the most diverse educational departments in the Wisconsin Department of Corrections. Serving over 500 inmates, the education staff at FLCI provides a variety of programs such as High School Equivalency, Adult Basic Education, College Correspondence, Parenting, Reentry and Career & Technical Education. In collaboration with Moraine Park Technical College, the Education Department provides the highest quality of career and technical education programming. The Education Department and FLCI staff is

dedicated to providing effective programming and opportunities to support the Department of Corrections reentry efforts.

There are 16 Academic Instructors, 12 Career & Technical Education Instructors, 1 Librarian, 2 Program Assistants, 1 Guidance Counselor and 1 Education Director on staff.

Academic Offerings Include:

Adult Basic Education

- GED/HSED Instruction
- Employability Skills
- Health
- Civics

Personal Growth Opportunities

- Reentry
- Financial Literacy
- Career Awareness

General Education Courses

- Occupational Communications
- Workplace Success
- Student Success
- Occupational Math 1, 2
- Introduction to College Math (MAT 106)
- Pre-Employment Seminar
- Keyboarding
- Computer Literacy

Career & Technical Education Program Offerings Include:

- Automotive Maintenance Tech
- Masonry/Bricklaying
- Cabinetmaking/Millwork
- Computer Drafting – Mechanical
- Custodial Services
- Horticulture (3 certificate programs)
 - Greenhouse Management
 - Landscape Specialist
 - Grounds Maintenance
- Machine Tool Operation
- Motorcycle, Marine & Outdoor Power Products Tech
- Production Welding
- Welding – Fabrication
- Heating/Refrigeration/Air Conditioning

COGNITIVE INTERVENTIONS PROGRAM (CGIP)

The Cognitive Intervention Program engages clients in self-examination of thinking patterns that lead to criminal behaviors. Through facilitated group discussion, role-play activities, and reflective thinking reports, participants acquire the skills necessary to alter their beliefs, their often faulty thinking, and by extension, their unhealthy behaviors.

REENTRY PROGRAM

Reentry is a Wisconsin Department of Corrections initiative focused on preparing offenders for success in the community. It means that offenders start focusing on their opportunities for success in the community from the first day they come in contact with the corrections system. FLCI provides a

consistent, structured, pre-release curriculum to inmates to help prepare them for their transition back to the community. The curriculum is designed to help inmates improve their skills in the areas of wellness, education, employment, family support, financial literacy, health, housing, personal development, transportation and transitional preparation.

HEALTH SERVICES UNIT

Our professional medical staff includes a doctor, 2 nurse practitioners, 9 RN's (1 LTE), 9 LTE LPNs, 4 LTE medical assistants, 4 medical program assistants (3 are LTEs) and 1 nursing supervisor. There is one psychiatrist who works part time and sees over 300 patients.

Our professional dental staff has 1 dentist, 1 dental assistant and 1 part-time dental hygienist. They provide excellent care and have reduced the waiting list for routine dental care by half. The Health Services Unit (HSU) also provides optical care two times per month on site.

HSU provides on-site physical and occupational therapy. The demand for patients requiring physical therapy has doubled. Telemedicine equipment is available to allow some UW specialty consultations to occur on site. Digital X-rays, ultra sounds, and echocardiograms are performed on site at FLCI by Mobile Ex.

Our chronic condition clinics provide treatment plans and education for inmates with asthma, diabetes, seizure disorders, cardiac disease and hypertension. Physicians at UWHC Infectious Disease Clinic provide treatment plans for inmates who are HIV positive, and they are monitored monthly at our clinic. Inmates who are Hepatitis C positive are treated following the DOC/BHS treatment guidelines and monitored closely while receiving medication therapy.

HSU nursing staff administers all federally controlled Class 2 and 3 medications at HSU and segregation. Delivery of refills and new medications to the units is done by nursing staff.

HSU received 35,796 Health Service Requests from patients for an average of 97.82/day.

Chronic Condition	2011-2012	2012-2013
Asthma	80	92
Cardiac	31	33
Diabetes	57	78
Hypertension	141	183
HIV+	5	5
Hepatitis C +	51	67
Seizures	15	22
Hyperlipidemia	176	175
COPD	8	7

Patient acuity has increased and many have multiple chronic conditions. FLCI uses specialists in facilities at UWHC, Waupun Memorial Hospital, St. Agnes Hospital, Mercy Medical Center and Appleton Medical Center. Multidisciplinary team meetings are held on a monthly basis to discuss patient issues and develop care plans for improvement in patient care and outcome.

We continue with Quality Improvement Projects to monitor patient medication compliance, diabetic compliance with their individualized care plans, offer POA health care information and assistance in

completing the forms, analyze transportation of off-site appointments and coordinate with security staff to provide the specialty care the patients need.

The Hemodialysis Unit provided care for an average of 11 patients. One thousand five hundred forty-seven hemodialysis treatments were provided in FY13. Nephrology rounds were provided by Fox Valley Nephrology Partners in addition to on-call services. Peritoneal Dialysis was provided at FLCI for three patients through contracted services. A DOC Peritoneal Dialysis program is in the process of being established with an anticipated opening date of July 2013. One kidney transplant occurred with other potential candidates referred to UW Transplant Clinic.

HUMAN RESOURCES

AFFIRMATIVE ACTION STATEMENT

Fox Lake Correctional Institution works closely with the Department of Corrections, Bureau of Personnel and Human Resources to ensure that state and federal guidelines for equal opportunity employment are followed. Special recruitment and hiring procedures will be used if it is determined that a vacant position is underutilized on the basis of race/ethnic group or gender. Although this institution is located away from metropolitan areas thus making it more difficult to recruit, hire and retain minorities, it is our goal to use the tools available to us to progress toward a balanced work force.

AMERICANS WITH DISAILITIES ACT (ADA)

The ADA committee monitors ADA compliant areas within the institution for the general population as well as segregation.

Coordinators:	Employees:	Marla Pearce	(920) 928-6915
	Inmates:	Mike McCormick	(920) 928-6950

BLOOD DRIVES

Fox Lake Correctional Institution began holding Red Cross blood drives in 1994 and again this year three successful drives were held with over 60 Fox Lake staff and friends volunteering their time to donate a total of 63 blood products, impacting 186 lives. This year, Buerosses' Corner Deli and Fox Lake Kwik Trip generously donated sub sandwiches and our food service department provided additional provisions for Red Cross staff and donors.

Many thanks to the staff and friends who so generously gave of their gift of life, the volunteers who took the time to run the drives, the staff who did the organizing and supervisors who allowed their staff time away from their work site to donate.

You can give the gift of life by donating blood. It may not be as dramatic as some other way, but it is just as effective. You, too, can be a hero! Donate an hour of your time and a pint of your blood and know that someone will be better off because of it.

EMPLOYEE SERVICES PROGRAM (ESP)

The Employee Services Program ensures that personnel involved in potentially traumatic incidents will receive the support and services necessary to cope with the stress various types of incidents may cause. We have enlisted the aid of various peer supporters within FLCI to support staff during these difficult times.

The role of a peer supporter is to be the first point of contact for a potentially critical incident, to assist in debriefings and be available for follow-up support and wellness checks.

It is an employee's personal decision to utilize these services and if used, an employee may choose a peer supporter or one will be assigned.

Coordinators: Mary Neuman (920) 928-3151 ext. 6947
Kari Ryan (920) 928-3151 ext. 6953

HEALTH AND SAFETY

The Health and Safety Committee maintains awareness of health and safety issues throughout FLCI. The committee is represented by all departments within the institution and works in a collaborative effort to ensure the health and safety of employees, inmates and visitors.

Coordinators: Marla Pearce (920) 928-6915 Mike McCormick (920) 928-6950

TOTAL WORKER'S COMPENSATION CLAIM – COMPARISON

FY 2013 – July 1, 2012 – June 30, 2013

FY 2012 – July 1, 2011 – June 30, 2012

MONTH	2011	2012
JULY	4	4
AUGUST	4	7
SEPTEMBER	2	9
OCTOBER	0	7
NOVEMBER	7	4
DECEMBER	3	4
MONTH	2012	2013
JANUARY	4	14
FEBRUARY	2	8
MARCH	6	2
APRIL	5	4
MAY	2	1
JUNE	4	9
<i>TOTAL WORK COMP CLAIMS RECEIVED</i>	43	73

STAFFING REPORT

Supervising Officers	14
Correctional Sergeants	105
Correctional Officers	<u>156</u>
Total Security Positions	275

Total Non-Security Positions	112.5
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GRAND TOTAL	<u>387.5</u>
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<u>Vacant Positions:</u>	
Non-Security	14.5
Security – Sergeants	15.0
Security – Correctional Officers	<u>6.0</u>
Total Vacant Positions	35.5

Non-Security Total includes:

DEPARTMENT/ # OF EMPLOYEES

Business Office Administration	3
Business Office	4
Canteen.....	2
Chaplain	2
Corrections Program Supervisor	1
Education Administration	3
Education: Academic	16
Education: Career & Technical	12
Food Service Administration.....	2
Food Service.....	7
Guidance Counselor	1
HSU	9.5
Human Resources.....	3
ICE	1
Librarian	1
Maintenance Administration	3
Maintenance	10.5
Psychological Services Admin.....	1
Psychological Services	3.5
Records Administration.....	1
Records.....	5
Recreation.....	3
Security Administration	2
Social Services Administration	1
Social Services	10
Warden/Deputy Warden & Secretaries-Confidential	4
Warehouse.....	1

Total Non Security	112.5
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Inmate to Staff Ratio:

Inmate Population on June 28, 2013:

1316 divided by 387.5 total staff = **3.40 (inmate to staff ratio)**

INMATE ACTIVITIES GROUPS

ALCOHOLICS ANONYMOUS (AA): Through the utilization of 12-step programs and group support, this group enables the inmate to understand his addiction to alcohol and/or drugs and resulting consequences.

Average Monthly Membership – 25 men

DIVERSITY ENHANCEMENT PROGRAM (DEP): The purpose of the program is to foster tolerance and a mutual understanding of our differences by connecting through education, music and the arts. It also enlightens participants on the rich cultural diversity that exists among the inmate community. Through various fundraisers the DEP raises money for local charities. Monies were raised by inmate donations from the following activities:

- ◆ Ice cream sales
- ◆ Kentucky Fried Chicken sales
- ◆ Popcorn/soda sales from the Brother Bobs Softball and basketball game and the FLCI talent show
- ◆ Sales from Christmas cheese, sausage and candy

From the fundraisers, \$5,700.00 was donated to the following organizations:

- ◆ ASHA Family Services
- ◆ Christine Ann Domestic Abuse Services
- ◆ PAVE
- ◆ Dodge County Shop with a Cop
- ◆ Sojourner Truth House - Milwaukee
- ◆ TRAJ Domestic Violence
- ◆ Rainbow Domestic Violence Shelter
- ◆ Veterans Home in King

These organizations then sent representatives to FLCI and presented to the DEP group their mission and what their organizations do for the community.

Average Monthly Membership – 50 men

SELF-HELP: A group facilitated by volunteers that explores topics to enable inmates to develop positive self-esteem.

Average Monthly Membership – 48 men

VETERANS GROUP: A membership organization that provides incarcerated military services veterans with legal assistance, support services, social activities and memorial functions on days of

special importance to veterans and the military. They also provide the Color Guard for special events being held at FLCI.

Average Monthly Membership – 15 men

INMATE COMPLAINT REVIEW SYSTEM

The complaint procedure affords inmates in adult institutions a process by which grievances may be raised, investigated and decided in a timely manner. The Institution Complaint Examiner (ICE) makes an impartial investigation of the complaint and then makes a detailed report and recommendation to the Warden who, in turn, reviews the recommendation and renders a decision.

Inmate Complaints

<u>Type of Complaint</u>	<u>Total Number</u>	<u>Percentage</u>
Bureau of Correctional Enterprises	0	0.00%
Classification	11	1.40%
Confidentiality of & Access to Protected Health Information	3	0.38%
Correspondence and Publications	66	8.39%
Dental	7	0.89%
Discipline	76	9.66%
Food	13	1.65%
Inmate Accounts	30	3.81%
Inmate Complaint Review System	15	1.91%
Inmate Sexual Conduct	2	0.25%
Medical	70	8.89%
Other	67	8.51%
Personal Physical Conditions	17	2.16%
Personal Property	185	23.51%
Psychiatry	1	0.13%
Release	1	0.13%
Religion	5	0.64%
Rules	51	6.48%
Staff	77	9.78%
Staff Misconduct	22	2.80%
Staff Sexual Misconduct	2	0.25%
Visiting	36	4.57%
Work and School Programs	<u>30</u>	<u>3.81%</u>
Total	787	100.00%

	<u>Total Number</u>	<u>Percentage</u>
Affirmed	74	9.40%
Dismissed	392	49.81%
Rejected	<u>321</u>	<u>40.79%</u>
	787	100.00%

Returned Complaint Submissions	923	
Appealed Complaints	92	11.69%
Amount Reimbursed	\$409.28	

This year has been a transitional period for the office of the Inmate Complaint Examiner. Long-time examiner Renee Schueler completed her nursing education and moved to a full-time position in the Health Services Unit at Fox Lake Correctional Institution. In May 2013 George Cooper was appointed to the position of ICE. The ICE office has been physically moved with a reorganization of equipment.

PSYCHOLOGICAL SERVICES

Clinical Monitoring

Psychological Services Unit (PSU) staff periodically interview, evaluate, and monitor inmates who are diagnosed with mental health problems. The purpose of clinical monitoring is to periodically re-evaluate the inmate's emotional and behavioral adjustment and needs as a means of preventing crises from occurring or re-occurring. As needed, problem-focused, short-term counseling is provided to help inmates remain psychologically and behaviorally stable. In addition, PSU staff screen individuals who may need to be referred to a psychiatrist.

Crisis Intervention

PSU staff help provide emotional and psychological support to inmates in crisis situations. Assistance is given to men who are suicidal, having trouble adjusting to prison, experiencing extreme grief, having intense mood swings or who are experiencing any other acute symptoms of mental illness.

Evaluations

PSU staff complete various types of evaluations for the Program Review Committee, the Parole Commission, Psychiatry/Health Services, ADA personnel and Social Services.

Multidisciplinary Staff Meetings

PSU staff participates in three weekly multidisciplinary staffings together with Security, Health Services, Social Services and Education as well as one monthly Health Services multidisciplinary meeting. These staffings help to maintain communication among staff, increase awareness of significant inmate concerns and problem-solve difficult inmates as well as larger system issues.

Sex Offender Treatment (SO-2)

This year-long group treatment program is designed to assist sex offenders in identifying the underlying issues related to their sex offense(s); to enhance victim empathy; to recognize trigger signals that lead to re-offending; and to learn effective techniques for controlling their thoughts and behaviors to prevent new offenses. FLCI maintains two groups that begin approximately six months apart.

Therapy Services

PSU offers some individual counseling as well as several therapy groups including childhood trauma and symptom management for individuals with depression and anxiety.

Training

The Wisconsin Department of Corrections provided training to psychology interns as part of their requirements to receive a doctoral degree. The internship program has been accredited by the American Psychological Association and provides training at various sites, including FLCI.

RECORDS

The Records Office at FLCI is responsible for monitoring and reporting the official inmate population, which involves inmate transfers and releases within the Department of Corrections. During the 2012-2013 fiscal year, an average of 64 inmates transferred in monthly and 36 inmates transferred out. The Records Office processed an average of 29 inmate releases per month, ensuring proper release into the community. Accurate sentence computations are necessary to ensure inmates serve the court-ordered amount of incarceration time. Communication with courts, agents, lawyers and families is often necessary to make sure that everyone is properly represented, and that the public, staff, and inmates are safe. The Records Office is also responsible for processing and maintaining accurate visiting lists and scheduling professional visits and phone calls.

The Records Office maintains the legal and social services files for inmates. The Records Office staff consists of a Records Office Supervisor who also acts as the Institution Litigation Coordinator and Records Custodian; two Offender Records Assistant 3s who calculate sentence computations and schedule parole hearings; one Offender Records Assistant 2 who tracks, processes, and ensures proper release; and two Offender Records Assistant 1s who process visiting forms, schedule official visitors and phone calls, perform background checks for prospective visitors, and maintain the social service files.

Population Overview	<u>FLCI</u>
July 2012	1341
August 2012	1339
September 2012	1334
October 2012	1339
November 2012	1339
December 2012	1330
January 2013	1324
February 2013	1328
March 2013	1319
April 2013	1320
May 2013	1318
June 2013	1322
Average Inmate Population for FY 13:	
June 2012 – December 2012	1337
January 2013 – June 2013	1322

RESTORATIVE JUSTICE EFFORTS

DONATIONS

The institution vocational school shops have contributed numerous items such as flag cases, picnic tables, cribbage boards and fire rings to local government agencies, non-profit organizations and families of deceased military members.

RESTORATIVE JUSTICE

The Restorative Justice Program continued with its fourth group and was facilitated by Chaplain Deborah Mejchar and Social Worker Andrea Petersen with help from outside volunteers who conduct this program at several DOC institutions. It is an 11-week program with 24 inmates participating. The graduation is held in the visiting room where family members can attend.

SECURITY

CONDUCT REPORTS

2012-2013	MAJOR	MINOR	APPEALS
JULY	91	237	15
AUGUST	78	323	14
SEPTEMBER	83	210	18
OCTOBER	89	209	21
NOVEMBER	79	193	8
DECEMBER	56	199	14
JANUARY	86	217	15
FEBRUARY	60	184	12
MARCH	75	262	14
APRIL	73	210	18
MAY	78	237	12
JUNE	67	175	11
TOTAL	915	2656	172

OPERATING CAPACITY – CURRENT POPULATION

As of June 28, 2013

Operating Capacity
979

Current Population
1316

VISITING

Three visits per week are authorized. Only one of the three visits during the week will be authorized on a weekend. If a weekend visit is not planned, an inmate may receive three visits on weekdays. All weekend and holiday visits will be restricted to two (2) hours in length between 8:00 a.m. and 3:45 p.m. Weekday visits are restricted to three (3) hours in length between 2:30 p.m. and 8:45 p.m. Exceptions may be made for inmates whose families have to travel a long distance to see an inmate. They may request special permission to have a longer visitation time and possibly more days in the week to visit.

FLCI	FLCI
VISITS	VISITORS
11,567	21,407

SOCIAL SERVICES

The Social Services Department provides services in accordance with the Department of Corrections reintegration mission. Social Services strives to meet the needs of the inmate population and enhance social functioning through comprehensive case planning. In addition to social workers performing the normal duties associated with their assigned caseloads, social workers also provide individual counseling and deliver groups in the areas of substance abuse, anger management, domestic violence and sex offender treatment.

A social worker is assigned as a member of the Wellness Committee, which meets regularly to assess at-risk inmates, whether in segregation or in the general population. The intake social worker also coordinates intake weekly staffing (every offender that arrives at FLCI is staffed with a multi-disciplinary team) and orientation for the intake unit. Various social workers remain involved with Restorative Justice. The coordination of Red Cross blood drives is another area of involvement for several FLCI social workers. Coverage of the segregation housing unit also includes a social worker on the security review team on a weekly basis.

The social workers continue to serve on the institution Health and Safety Committee, act as contact persons in the Employee Assistance Program and act as peer supporters to staff following any work-related critical incidents. Several social services staff members are actively involved in on-going DOC/DAI committees and/or work groups.

Current staffing is eight full-time social workers, two alcohol & drug counselors/social workers, and one social services director.

LEGAL ACTION OF WISCONSIN (LAW)-DOES PROJECT

Through the award of a HOPE grant and additional funding from SSA and LAW, two LAW attorneys provide SSI/SSDI advocacy services to project clients (disabled reentering offenders). The two primary goals of the project are to reduce the target group's SSI/SSDI application processing time and increase the successful appeal rate when initial applications are denied.

WINDOWS TO WORK-FOX VALLEY WORKFORCE DEVELOPMENT BOARD

This program is designed to address the criminogenic risk factors that can lead to recidivism, including unemployment/underemployment, low/interrupted education, poor problem solving skills, inadequate housing and financial difficulties. Both individual and group participation begins six months prior to release. The case manager provides participants with classroom training in the areas of employability, career path planning, personal development, values clarification, financial literacy, Rent Smart, child support, community resources, and other related issues. Working in coordination with the DCC agent, the Windows to Work case manager assists participants with job search activities. Participants receive assistance in accessing available community resources to address needs for food, clothing and medical/psychological care. The Windows to Work case manager continues to provide case management for each participant for 12 months after release.

VICTIM-OFFENDER CONFERENCING WITH THE REMINGTON LAW CENTER-RESTORATIVE JUSTICE

This is facilitated by the Office of Victim Services and the Remington Law Center to mediate victim-offender dialogue regarding the offense that was perpetrated against them. It affords the victim a voice, gives the victim an opportunity to express the harm and impact the crime had on them and supports the victim asking questions that may help with resolving "unknowns" and moving toward the healing process.

TOP-TRANSITIONAL OUTREACH PROGRAM

ARO Behavioral Healthcare, Inc., and the Wisconsin Department of Corrections (in close cooperation with local police and sheriff's departments, social service and treatment providers, employers and business owners, the faith-based community, and other concerned citizens) are working with offenders being released from prison in Beloit, Kenosha, Madison, Milwaukee, Racine, and Waukesha. TOP will assist in improving community safety and reduce recidivism through:

- Collaborative Reentry Planning.
- Seamless Approach to Service Delivery from Institution to Community.
- Developing & Maintaining Partnerships with Formal & Informal Support Networks.

The TOP philosophy is: each offender has strengths that can help them be productive, law-abiding citizens; informal/formal support networks share responsibility for working with one another to meet offender needs and successful reentry involves the offender being assisted by a support team.

STAFF RECOGNITION

MILESTONE AWARD RECIPIENTS

The following FLCI staff was recognized for achieving 25, 30, 35 and 40 years of state service at a recognition event held during Correctional Employees' Week in May 2013.

25 Years

Kim Ebert
William Harper
Kurt Hein
Roxanne Lyyski
Holly Meier
Thomas Ruhland
Bruce Siedschlag

30 Years

Michael Kaiser
Laure Larson
Mark Schomisch

35 Years

Linda Kuehn

40 Years

Richard Leonard

STAFF RETIREES

Stanley Haima
Correctional Officer 2
September 1986 – May 2013

Susan Hoodie
Recreation Leader
February 2001 – June 2013

Ronald Kast
Correctional Sergeant
January 1987 – February 2013

Thomas Main
Correctional Officer 2
October 2002 – July 2012

Elmer Schonscheck
Teacher
November 2006 – September 2012

VOLUNTEERS

Volunteers are used to conduct programming in the visiting room, chapel, and school. Volunteers provide valuable resources that allow us to provide inmate programming and religious activities to meet the needs of all inmates at FLCI.

Volunteer services are utilized in the following activities:

	<u># of Volunteers</u>
▪ Jewish Service _____	1
▪ Protestant Worship Service (weekly) (including special services) ____	60-80
▪ Catholic Mass (weekly) _____	2
▪ Pagan Service (bi-weekly) _____	1
▪ Native Sweat Lodge (monthly) _____	1
▪ Pipe and Drum (weekly) _____	1
▪ Interfaith Religion 101 _____	7
▪ Baptist _____	10
▪ Brother Bob's Outreach Study (weekly) _____	20
▪ First Congregational Prison Ministry Project _____	25
▪ Lutheran Study (monthly) _____	2
▪ Catholic Bible Study (weekly) _____	2
▪ Brother Bob's Outreach (monthly) _____	20
▪ Pentecostal Power Church (monthly) _____	11
▪ Salvation Army (monthly) _____	8
▪ Salvation Army Toy Lift _____	8
▪ Calvary Gospel Church (monthly) _____	8
▪ Lighthouse Church, Spanish service _____	3
▪ Philadelphia COGC Milwaukee (bi-monthly) _____	4
▪ Snow Flower Sangha Interfaith Meditation (bi-weekly) _____	8
▪ Buddhist Meditation (bi-weekly) _____	2
▪ Cornerstone Worship Center _____	6
▪ Communion Services (monthly) _____	6
▪ Pastoral Visits _____	undetermined
▪ Voices Beyond Bars speakers _____	3
▪ Madison Urban Ministry _____	6
▪ Restorative Justice _____	25
▪ Restorative Justice Alumni _____	6
▪ Alcoholics Anonymous _____	7
▪ Diversity Enhancement Program speakers _____	10
▪ Veterans _____	1-3

ACRONYMS

AA – Alcoholics Anonymous	ICE – Inmate Complaint Examiner
ADA – Americans with Disabilities Act	LAW – Legal Action of Wisconsin
ADP – Average Daily Population	LPN – Licensed Practical Nurse
BHS – Bureau of Health Services	LTE – Limited Term Employment
BSI – Badger State Industries	NA – Narcotics Anonymous
CGIP – Cognitive Interventions Program	POA – Power of Attorney
CRB – Community Relations Board	PSU – Psychological Services Unit
DAI – Division of Adult Institutions	RN – Registered Nurse
DCC – Division of Community Corrections	SSA – Social Security Administration
DEP – Diversity Enhancement Program	SSI – Social Security Income
DOC – Department of Corrections	SSDI – Social Security Disability Income
ESP – Employee Services Program	SO-2 – Sex Offender Treatment
FLCI – Fox Lake Correctional Institution	TOP – Transitional Outreach Program
GED – General Equivalency Diploma	UW – University of Wisconsin
HSED – High School Equivalency Diploma	UWHC – University of Wisconsin Health Clinics
HSU – Health Services Unit	
ICC – Institution Communication and Collaboration	